

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

EXECUTIVE SECRETARY

DEFINITION:

Under direction, to perform a variety of responsible secretarial work for Department Directors or top level executives of the City Manager's staff.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from other City secretarial classes in that the nature, diversity, and scope of responsibilities originating from this management level require the frequent use of tact, discretion, initiative, and independent judgment. Responsibilities include regular contact with government officials, City Council or board or commission members, representatives of business or community organizations, the public, and all levels of City personnel to exchange information and explain administrative policies and procedures.

*** EXAMPLES OF DUTIES:**

- Receives and screens visitors and telephone calls, providing information which requires the use of judgment and interpretation of policies and procedures;
- Researches, compiles and summarizes a variety of informational materials;
- Opens mail and either personally handles or routes to appropriate personnel;
- Types drafts and a wide variety of finished documents from stenographic notes, brief instructions, or recorded materials;
- May use word processing equipment and input or retrieve data and prepare reports from an on-line or personal computer system;
- Initiates specified correspondence independently for signature by appropriate management staff;
- Reviews finished materials for completeness, accuracy, format, compliance with policies and procedures, and appropriate English usage;
- Organizes and maintains various administrative, reference, and follow-up files;
- Organizes meetings by notifying participants, making room arrangements, and preparing required informational materials;
- Prepares minutes or summaries of commission or committee meetings, task force meetings and other miscellaneous meetings;
- Relieves manager of certain administrative matters by following up on projects, transmitting information, keeping informed of pertinent activities, making appointments and maintaining a calendar;
- Scheduling and arranging for meetings and make travel arrangements;
- Organizes own work, sets priorities, meets critical deadlines;
- May supervise clerical subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Three years of clerical experience including one year of experience as a personal or private secretary. Ability to type at a corrected speed of 50 words per minute. Some positions may require the ability to take dictation at 90 words per minute.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.